

**Large Agency Transition Team (LATT)  
Service Level Director (SLD) Orientation  
VDOT Front Auditorium, 1<sup>st</sup> Floor  
1221 E. Broad Street  
June 2, 2004  
10:00 – 10:30 a.m.**

**Attendees:**

Allgeier, Jerome	Giddings, Ron	O'Connor, Cindy	Sporn, William
Bradshaw, Tom	Hammel, Mike	Peters, Jim	Staton, Paul
Byrne, Don	Higgins, Patti	Pisciella, Dee	Stott, Frank
Carter, Leslie	Isley, Arthur	Price, Bill	Triggs, Shaunda
Davidson, Bob	Jenkins, Robert	Pullen, Steve	White, Kenny
Drew, Don	Matthews, Dave	Rhodd, Easton	Williams, Gregory
Edmonds, JB	Moody, Tom	Saneda, Chris	Wilson, Patrick
Gardner, Deborah	Moore, Dan	Secor, Debbie	Wingfield, Anne
Garnett, Barbara	Nott, Catherine	Smithson, Linda	Witter, Susie

**Meeting Minutes and Announcements**

Chris Saneda opened the meeting by welcoming the participants and explaining that the primary purpose of the meeting is to serve as an introduction to the large agency transition process. Transition activities will be discussed in more detail during the Large Agency Transition Kick-off meeting scheduled for next Tuesday, June 9, 2004 in the Monroe Building at 2:00 p.m.

**Transition Approach.** It is VITA's intent to make this a collaborative process. SLD's are expected to bring their knowledge and expertise to VITA in an effort to work towards the common goal of meeting the legislative mandate. SLD's have a huge role in making this a smooth transition.

**Project Organization.** The Large Agency Transition Team (LATT) includes Core team members and the agency SLDs. The Core Team consists of: Shaunda Triggs (Project Manager), Cindy O'Connor (HR Lead), J.B. Edmonds (SCM Lead), Tom Moody (Finance Lead), Dan Moore (Customer Services Lead), and Dave Matthews (Technical Lead). The Core Team, Enterprise Service Directors (ESDs), and SLDs will participate in monthly LATT meetings to discuss project issues. Agency on-site workshops and follow-up meetings will also be conducted during the transition process.

Chris introduced the Project Manager, functional leads and ESD's that were present. He also announced that Linda Smithson and Shaunda Triggs were recently selected as ESDs to serve the Commerce and Trade and Natural Resources Secretariats respectively. Overall, ESD's will work primarily with agency heads, while functional area leads work directly with the staff in the agency.

Agency workshops at the agency primary location will commence in about two weeks. During these visits, Project Team members in the functional areas will meet with their counterparts in the agencies to discuss transition activities and deliverables, and address any issues or concerns. SLDs are asked to be cognizant of VITA on-site workshops and assist with facilitation as needed. The final schedule for the agency workshops and deliverables will be available next week.

**SLD Roles and Responsibilities.** SLDs are expected to serve as the primary point of contact for the agency, and serve in the best interests of the agency and VITA. Day to day activities are expected to remain about the same before and after transition.

**Near Term Activities.** The official Large Agency Transition Kick-off for SLDS and AITRs is June 9, 2004. A follow-up to this meeting is scheduled for June 30, 2004. Agency workshops will take place June-August 2004, and all transition deliverables should be submitted by October 2004.

**Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA).** This Act allows the private sector to submit unsolicited proposals for projects designed to serve the public interest and improve services. Four technology related proposals have been accepted for review and were posted to the VITA website on yesterday. Other private sector companies are invited to submit competing proposals for consideration until August 2, 2004. A review team will evaluate all proposals and make a recommendation to the Secretary of Technology.

### **Meeting Handouts:**



"040602 SLD  
Orientation Agenda.d



"040602 SLD  
Orientation Lem Lett



"040602 SLD  
Orientation LATT Cor



"Overview of the  
LATT Transition Worl



"Roles &  
Responsibilities v1.0.



"040602 SLD  
Orientation Presentat



"SLD Reporting  
Structure.doc"